

SENIOR ASSISTANT COUNSEL

THE DISTRICT

The Bay Area Air Quality Management District, the state's first regional air quality agency, was created by the California State Legislature in 1955. The District's mission is to achieve clean air to protect the public's health and the environment.

The District's jurisdiction encompasses all of seven counties - Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo and Santa Clara, and portions of two other counties - southwestern Solano and southern Sonoma.

The District is governed by a 21 member Board of Directors, made up of publicly elected officials apportioned according to the population of the represented counties. All rules and regulations must be passed by a majority of the Directors. Public hearings are required prior to any action adopting or amending rules and regulations.

THE POSITION

The District's Legal Office prepares and litigates cases against violators of BAAQMD regulations, negotiates appropriate settlement agreements, represents the District before a variety of special boards and governing bodies, and provides advice and counsel to District staff on a wide range of enforcement-related topics.

This position is an exempt, confidential, senior position in the Legal Office. Under the direction of the District Counsel, the Senior Assistant Counsel supervises and coordinates the activities of attorneys and legal support staff, provides advice to attorneys in the office, and handles the more complex litigation and negotiations.

Other duties may include, but are not limited to:

- Preparing briefs, pleadings, motions, resolutions, ordinances, contracts, permits, and other legal documents
- Advising District departments and preparing legal opinions concerning their duties, powers, functions and obligations
- Representing the District in all phases of court cases encompassing a wide variety of complex environmental issues (such as CEQA regulations)
- Monitoring legal developments including legislation and court decisions related to environmental law and activities and evaluating their impact upon District operations
- Working with the District Counsel to develop and implement goals, objectives, policies, procedures and work standards for the Legal Office, and administer the Office budget
- Attending meetings of boards and other governing bodies

QUALIFICATIONS

The eligible applicant must be a member in good standing of the California State Bar. The ideal applicant has the ability to quickly and effectively understand new information while readily adjusting priorities to changing demands, and guide staff in the appropriate direction. The ideal applicant will be capable of reviewing complex regulatory and legal code to identify key legal issues and understand legal implications. Excellent interpersonal skills, judgment, resilience, and flexibility are also important.

THE SELECTION PROCESS

If you are interested in this opportunity, please contact the BAAQMD for an application package. A completed official BAAQMD application, supplemental application form, and responses to the supplemental application questions must be received by the District's Human Resources Office **no later than 5:00 p.m. on December 6, 2002**. For an application packet, contact the Human Resources Office at 939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Phone (415) 749-4980. Resumes alone will not be accepted in lieu of the required application materials. Postmarks and Faxes not accepted.

Applications and responses to the supplemental application questions will be reviewed and screened based on the required qualifications of the position. Applicants with the most directly related experience will be invited to continue in the selection process. The District may administer a qualification appraisal interview, or any use other selection processes deemed appropriate.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Officer at (415) 749-4980.

FRINGE BENEFITS

Benefits include paid annual and sick leave; annual leave buy back; holidays; personal days off; medical, dental, vision, life, and long-term disability insurances; cafeteria plan; District paid (7%) participation in the California Public Employees' Retirement System; District-paid money purchase pension plan (401a); voluntary deferred compensation program; transportation allowance; educational reimbursement; dependent care assistance plan; and an employee assistance program.

The Senior Assistant Counsel should possess knowledge of:

- Principles and procedures of civil law, especially as related to environmental air quality
- Principles, methods and practices of legal research and investigation
- Judicial procedures and rules of evidence
- Pleadings, practices and effective techniques in the presentation of court cases
- Applicable District rules and regulations and state and federal laws
- Basic budgetary principles and practices

And should possess skill in:

- Planning, organizing, directing and reviewing the work of assigned staff
- Providing training and technical assistance to staff
- Assisting in developing and implementing goals, objectives, policies, procedures and work standards
- Performing complex legal research, analyzing multi-faceted problems, evaluating alternatives and making sound recommendations
- Exercising independent judgment within general policy guidelines and legal parameters
- Analyzing and applying legal principles and precedents and making effective court and hearing presentations
- Representing the District effectively in meetings with others
- Preparing clear, concise and complete legal documentation and reports, correspondence and other written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work



The BAAQMD invites members in good standing of the California Bar Association to apply for this management level position.

SENIOR ASSISTANT COUNSEL

Salary \$9,306 - \$11,312 mo.

**Bay Area Air Quality Management District
An Equal Employment Opportunity Employer**

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